

MINUTES OF A MEETING OF STEEPLE BARTON PARISH COUNCIL
Monday 17th May 2021
THE ALICE MARSHALL HALL, MIDDLE BARTON

Councillors Present: Kate Carter-Windle (Chair), Andy Hinton (Vice chair), Peter Meadowcroft, Jonny Rosemont, John Parry, Roger Tyers, Jane McRobie

Public: 0

Clerk: Annette Fowler

ANNUAL PARISH MEETING

- 1. Chairman's annual report**
Cllr Carter-Windle presented her report.
- 2. Financial statement**
Cllr Parry reported the following

Bank Reconciliation

Current account balance as of 31.3.21	-	£20,335.94
Reserve account balance as of 31.3.21	-	£14,474.91

Anticipated Income:

£21,080	Precept (same as 2019/20)
£2,138	Anticipated VAT return & grass cutting allowance
£3,500	From reserves to cover costs of AMH Heaters
£26,718	(total)

Budget for 2020/21: £28,380 variance of £1,662 to be taken from reserves

Final Position 31-3-2021:

Income - £27,627 Variance from above due to Westcote contribution to appraisal costs, Insurance claim for damage Compensation from Nat West

Expenditure variations against budget:

Administration (£1456)	Saving on Clerks salary & expenses
Maintenance (£789)	Saving of £400 on grass cutting and £1000 on tree works Addition of £1200 for play equipment & £1157 on Defibrillator cabinets

Transport £566 - cost of £711 for mirror repair claimed back from insurers

Communications (£450) - Did not print appraisal

Donations (£778) - Covid stopped events

Miscellaneous (£665) - No costs for 20mph zone

Final Expenditure - £24,765 - Saving of £2862 against income to Reserves

3. AOB

None

ANNUAL MEETING OF THE PARISH COUNCIL

1803 Election of Chairman and Vice Chairman

CLlr Carter-Windle was put forward for position of Chair. Cllr Rosemont proposed the appointment and Cllr McRobie seconded it. Cllr Carter-Windle accepted the position of Chair.

Cllr Rosemont asked to be considered as Vice Chairman. Cllr Parry proposed the appointment and Cllr Meadowcroft seconded it. Cllr Rosemont accepted the position of Vice Chair.

1804 Review and vote on allowing members of the public to speak outside of the Public Session

It was agreed that members of the public would be allowed to speak outside of the public session at the discretion of the Chair.

1805 Review committees and responsibilities

Finance Committee	- Cllr Parry	as chair
Planning Committee	- Cllr Rosemont	as Chair, All Councillors
Highways	- Cllr Tyers	as Chair, All Councillors
Pavements & Verges	- Cllr Tyers	as Chair All Councillors
Footpaths	- Cllr Tyers	as Chair, All Councillors
Sports & Social Club	- Cllr Hinton	
Lighting	- All Councillors	
Youth Groups/	- All Councillors	
Art & Leisure	- All Councillors	

1806 To receive apologies for absence

None

1807 Declarations of Interest

To receive declarations of interest in accordance with the council's Code of Conduct (and section 106 of the Local Government Finance Act 1992).

None

1808 **Minutes of the last meeting**

The minutes from the meeting held on **26th April 2021** were approved and will be signed as an accurate record by Cllr Carter-Windle.

1809 **To receive updates on the action points from previous minutes**

a) Neighbourhood watch - TVP have reassigned the officer, Cllr Rosemont will make contact.

b) Speeding/traffic calming – Cllr Rosemont/Cllr Tyers – The traffic survey is in place in four areas in the village; we await results of the data collected.

c) The Dock – Cllr Tyers reported that we had received confirmation that OCC Highways Public Rights of Way Team are responsible for maintaining the Tarmac area. As Gigaclear will be laying ducting in the near future, no date available yet, Gigaclear will make contact with OCC to discuss possible shared repairs.

d) Update on flooding – Cllrs Carter-Windle and Tyers met the owners of Eastgate House and Manor Farm House to discuss the issues. There are also problems at The Mill. Cllrs Tyers & Rosemont are working closely with Chris Grain, OCC on the Moles Lane issues and all problems have been reported via Fix My Street. The School drainage issues are now handled by the River Learning Trust, Cllr Tyers would be happy to talk to them. OCC had sent a team out to work on the flooding at the allotments where they found a stone gully which was completely blocked. It is our understanding that they are going to go back with much larger digging equipment.

1810 **Reports from County and District Councillors (Appendix A)**

Full reports can be found on the PC website www.steeplebartonparishcouncil.org

No reports this month

1811 **Annual Audit**

a. Internal Audit – to receive the report from the Internal Auditor

The Council **RESOLVED** to accept and receive the report. Cllr Parry and the Clerk will work through the recommendations made, and will report back at future meetings.

b. External Audit – to consider the 2020/2021 AGAR for submission to the External Auditor
i. Audit Annual Governance Statement - the Clerk had circulated the questions prior to the meeting.

The Council **RESOLVED** to agree to all the Governance questions. The Chair and Clerk signed the form.

ii. Accounting Statements – to consider and agree the accounting statement figures. The Clerk presented the figures to the meeting.

The Council **RESOLVED** to agree to the Accounting Statements. The Clerk had already signed the form. The Chair signed at the meeting.

iii. Elector's Rights – To approve the dates

The Council **RESOLVED** to approve the dates for the Electors' Rights as 2nd July to 12th August. The notice would be posted in accordance with Regulations.

1812 Parish Council annual Insurance Renewal 2021/22

The Clerk had obtained quotes from other companies as the renewal figure from the existing insurance company had increased by £240.00. Zurich had proposed the cheapest quote, £393.21 for 1 year & £377.68 for a 3-year long term undertaking.

RESOLVED

THAT, the PC approved the 3-year renewal with Zurich.

1813 Annual donation to the Playing Fields public toilets

RESOLVED

THAT a donation of £2,000 would be made.

1814 Correspondence not covered elsewhere in the Agenda

None

1815 Village Matters

a) Councillors will take a look at Kirby Close, Worton Rd and Frances Rd and report back on the state of the roads and repairs required.

b) The Clerk will move forward with the litter pick.

c) 2nd defibrillator – The Clerk to investigate the possibility of placing it next to the electricity box on North Street.

1816 Reports

(a) School Governors report – Alison Umney, School Liaison Governor

The School have appointed a new head teacher and are advertising for an Assistant Headteacher. Swimming lessons have restarted and after School clubs are running.

(b) Highways, pavements and verge – Cllr Tyers

The displaced kerbstones outside 8 Frances Road have been marked for repair. Cllr Tyers reported that the stones on the corner of Frances and Worton Road had not been marked, and would chase OCC and also report the issue on Fix My Street.

(c) Sports and Social Club/Playing Fields - Cllr Hinton

The Social Club re-opens today.

Cllr Carter-Windle suggested a sports weekend.

1817 Planning applications – Cllr. Rosemont

21/01047/HHD - 19 Worton Road - Proposed ground floor rear extension, facade alterations, floor plan redesign and all associated works

No objections

21/01021/HHD – 8 Jacobs Yard - Proposed new single storey extension and balconies with alterations to existing balconies and glazing

No objections

21/01144/FUL – 17 Church Lane, Erection of a log cabin to run a dog grooming business in the rear garden.

No objections

1818 Finances

a) Accounts for Payment

i. To consider and approve accounts for payment (*Appendix B to agenda*)

ii. Accounts not on Appendix B submitted by 8pm on **17th May 2021**.

RESOLVED, that all payments listed below were approved and the annual donation of £2,000 to Playing Fields for the Toilets

Payment Method	Purpose	Payee	Amount
BACS	Clerk Salary	Annette Fowler	£
BACS	1 st Grass Cut	N R Prickett	£408.00

1819 To receive items for next agenda

Items to be emailed to the Clerk

1820 For Information only

None

1821 Date and location of next meeting

To confirm the date of the next meeting, this is scheduled for **Monday 21st June 2021** at the Alice Marshall Hall, Middle Barton at **8.00pm**.

<i>Paper number(s).</i>	<i>Paper title</i>

STEEPLE BARTON PARISH COUNCIL

<i>A</i>	<i>Report from County Cllr Hudspeth and Cllr Jackson</i>
<i>B</i>	<i>Accounts for Payment</i>